

25 May 1976

MEMORANDUM FOR: Deputy Director for Administration
FROM: [REDACTED]
Chief, Information Systems Analysis Staff
SUBJECT: Inventory of Word Processing - 1976

STATINTL

1. Background

The attached Headquarters inventory of Word Processing Equipment (typewriting and dictation) was undertaken by the Micrographics Program Branch of this Staff to provide a data base for the evaluation of the word processing activity in the Agency. Information in this data base will assist in developing policy, guidance and uniform practices throughout the Agency with a view to establishing a cost effective program and efficient management of resources.

2. Analysis

a. This is our initial inventory. Although there is no other data available for comparison, certain significant facts emerge:

Typewriting and Composition Equipment

Straight Rental	270	\$62,737.46	(per month)
Extended Lease	73	17,594.55	(per month)
Purchase	31	155,407.38	

Dictation Equipment - Purchased	134	51,333.55
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The total yearly rental is \$963,984.12. When added to the cost of purchased equipment, the Agency's investment in word processing equipment amounts to \$1.2 million.

b. Word processing equipment is in use throughout the Agency. For example, OTR's TAP center provides centralized typing support; OP's Correspondence and Applicants Branch produces 25,000 letters annually, OCI's OMNITEXT is a word processing/composition system; several components are installing equipment to improve the effectiveness of their operations; studies have been undertaken in OEL, DCD, NPIC by IBM to review current requirements; DDS&T/Planning Staff is developing a sophisticated system

involving the exchange of magnetic cards at several levels for modification and production of planning and budgetary information; DDI formed a task group to ensure a coordinated approach to Agency publications.

c. Components are looking to ISAS for guidance and policy. The problem of undesirable levels of emanations from word processing equipment will be with us until new and more sophisticated equipment comes on the market. We are working with OS/ISSG and OC/COMSIEC to develop measures of control over equipment being brought into the Agency. We may wish to embark on a policy of renting equipment for Headquarters building use, and purchasing equipment for buildings outside Headquarters modifying, if necessary, to meet acceptable levels of emanations. We have approached the manufacturers and found a limited interest in developing emanations-free equipment unless we can provide some assurance of future sales.

d. Because of compartmentation and structure of some of our components, the establishment of word processing centers in the Agency may have limited application. However, the working group concept centered around one or more word processors should prove more suited to our needs. In fact, many components are going in that direction, some with the ultimate goal of eventually establishing a center.

e. Presently ISAS is devoting one-half staff year to word processing. With your endorsement of the role that the DDA should play with respect to word processing as noted below, we propose to devote one full staff year to manage this activity on an Agency-wide basis. We intend to do this with the help and expertise which exists in other Agency components by organizing and chairing a word processing working group. This working group under the aegis of ISAS would then (1) provide a focal point to coordinate the activity throughout the Agency, (2) establish standards and guidelines, and disseminate Agency policy, (3) concur in the procurement of equipment, and (4) participate in systems studies of potential word processing applications. If you concur with the DDA role relating to word processing, we will proceed accordingly.

STATINTL

CONCUR:

/s/ John F. Blaha

28 MAY 1976

Deputy Director for Administration
Distribution:

Original - DDA (to be returned ISAS)

 - DDA *Concord Subject*

1 - MPB

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20060006-7

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS		DATE	INITIALS
1	ADD/A - DDA		28 MAY 1976	CG
2				
3				
4				
5				
6				
	ACTION	DIRECT REPLY	PREPARE REPLY	
	APPROVAL	DISPATCH	RECOMMENDATION	
	COMMENT	FILE	RETURN	
	CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Summary is good grade but
has gaps e.g. 1) O/DDA does
not include Plans Staff & this
office 2) DTS is not included &
they must have some equipment.
These omissions will be picked up
on a future inventory.

FOLD HERE TO RETURN TO SENDER

NO. 3 DATE

27 MAY 1976

STATINTL

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ROUTING AND RECORD SHEET DDA Registry
Approved For Release 2001/04/05 : CIA-RDP79-00498A00020060000-7

SUBJECT: (Optional)

STATINTL

File Equip + supplies

FROM:	C/ISAS	BEP	EXTENSION	NO.	
			RECEIVED	FORWARDED	OFFICER'S INITIALS
			5226	25 May 1976	
TO: (Officer designation, room number, and building)			DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. AT/DDA	2	6 MAY 1976	<i>B</i>	1 to 4:	<p>The attached summary of the Agency's word processing equipment situation might be useful background for your upcoming trip</p>
2. EO-DDA	3	27 MAY 1976	<i>S</i>		
3. A/DA	4				
4. DDA	5				
5.	6				
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7.	8				
8.	9				
9. C/ISAS	10				
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25K1A
Please note also that paragraphs 2d and e speak to policy matters on which Cal has asked for your concurrence. I believe the approach recommended is worth a try.

STATINTL

I believe the recommended in Par 1e is badly needing fulfillment

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